



# Sea Grant Knauss Fellowship

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## *2018 Host Prospectus*

### **What is Sea Grant?**

The National Sea Grant College Program (Sea Grant) oversees 33 state Sea Grant programs located in every coastal and Great Lakes state, Puerto Rico, and Guam. These programs serve as the core of a dynamic, national university-based network of over 300 institutions involving more than 3,000 scientists, engineers, educators, students, and outreach experts. This network works on a variety of topics vital to human and environmental health, including water quality, coastal hazards, domestic seafood, and biotechnology.

### **What is the Knauss Fellowship?**

Sea Grant's John A. Knauss fellowship program provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal, and Great Lakes resources and in the national policy decisions affecting those resources. The fellowship is named after one of Sea Grant's founders, former NOAA Administrator John A. Knauss. It matches nationally selected finalists with host offices of the Federal government located in the Washington, D.C. area for a one year non-renewable, paid fellowship. Fellowships are subject to the availability of federal resources and occur on a February 1 to January 31 cycle.

The class of fellows is split into two cohorts—legislative and executive. Each year, legislative fellows are selected to work in the U.S. House of Representative and U.S. Senate. Fellows can be placed in both personal and committee offices. Executive fellows are placed in Federal agencies with marine policy-relevant missions. Executive fellows have served on the Committee on the Marine Transportation System, Department of Energy, Department of Interior, Department of Transportation, Environmental protection Agency, Marine Mammal Commission, National Oceanic and Atmospheric Administration, National Science Foundation, Oceanographer of the Navy, State Department, Smithsonian Institute, US Army Corps of Engineers, US Coast Guard, and the White House. A list of prospective host offices from previous years (and their posted positions) is available on Inside Sea Grant (<http://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>).

### **Why host a fellow?**

Fellows add significant talent, knowledge, and capacity to their host offices. They are graduate students or recent graduates with PhDs, Masters, or JDs that focus on marine or aquatic related fields. Fellows are selected to participate in the program based on a combination of academic record, statement of career goals, recommendations and endorsements, and relevant experience. They are capable of working alongside federal partners and legislators and eager to learn about the process of policy-making. Fellows are more than students or interns. They are highly qualified early career professionals.

**What is expected of a host office?**

Hosts will provide an educational opportunity to fellows who will in turn provide substantial and professional contributions to the office. Hosts are expected to involve fellows in substantive issues that contribute to the office's mission and honor the fellow's educational and professional developmental goals. This is a professional development program, and hosts are also expected to encourage and allow fellows to attend hearings, lectures, conferences, and workshops as well as attend fellowship functions and participate in field experiences related to office goals and the fellow's professional interests.

Host offices will be considered based on the following criteria:

- The quality of the fellowship opportunity
- The level of educational benefit for the Fellow
- The host office's previous experience working with interns, fellows or other mentoring/educational programs
- Executive hosts ONLY: Financial commitment. Executive hosts are required to provide the entire cost of the 12-month fellowship which covers stipend, health insurance reimbursement, and travel costs. For 2018, the cost of hosting an executive fellow is \$61,500. These costs are covered by the National Sea Grant Office for Legislative fellows
- Executive non-NOAA hosts ONLY: Ability to sign an Interagency Agreement prior to the start of the fellowship on February 1, 2018

Host offices will be required to fulfill the following:

- Participate in Placement Week (November 13-17, 2017), which includes providing a detailed job description for the position, giving a <10-minute presentation about the position to the finalists on Monday, November 13, and providing ample time for interviews throughout the week.
- Sign the required ratification document, if matched with a fellow.
- Maintain contact with the fellow prior to their arrival, including the arrangement of start date and location.
- Provide necessary equipment, including a desk, phone, computer, Internet access, and file storage space. Provide general office information and paperwork prior to the fellow's arrival (e.g., forms for obtaining an ID and starting the security clearance process, information on who to go to for general office support).
- Review office policies including: work hours, time for the fellow to work on outstanding graduate school commitments (if needed), vacation, sick leave, and attendance at fellowship functions, conferences, hearings, and meetings.
- Work with the fellow to create and sign off on a Professional Development Plan documenting goals and expectations for the fellowship year. Fellows are allocated funds to be used during the year for degree-related or professional development travel. The amount of funding available to the fellows varies among Sea Grant programs. Executive host offices may provide additional funds (up to \$10,000) for office-related travel.
- Meet with the Knauss Manager once during the fellowship year to provide feedback on fellow performance.

- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- Provide mentorship to the fellow.
- Provide feedback to the fellow for their end-of-year report evaluating progress in achieving their Professional Development Plan at the conclusion of the Fellowship.

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational and professional development needs; this is an educational fellowship.

A Sea Grant Knauss program manager will adjudicate problems that may arise after due and open consultation with and in consideration of the mutual rights and interests of the fellow, the host, the sponsoring state Sea Grant director, and the National Sea Grant Office. Fellows that do not complete at least 10 months of the fellowship (i.e., leave their host office before December 1, 2018) will not be considered alumni of the program.

## **How do you become a host?**

All interested offices are required to fill out the Knauss Host Application by October 25, 2017. Executive and Legislative Knauss Host Applications can be found on the Host Resources page:

(<http://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>)

Executive host offices that are interested in hosting multiple fellows must submit an application for EACH position available in the host office.

Hosts must provide the following information:

- Name of primary mentor for the host office
- One additional point of contact for Placement Week
- Position Description that shows how office's work relates to ocean, coastal and Great Lakes resources and related national policy
- Host location, contact information, and directions to location for interviews  
(NOTE: If your building requires visitors to be escorted, it is helpful to provide the contact information of a person who will not be involved in the interview process.)
- Executive Hosts Only: Budget/Finance Office point of contact

## **How are Knauss finalists selected?**

**Finalist Selection Process:** Finalists are selected through a multistage, competitive selection process. In the first stage, the state Sea Grant programs interview and recommend qualified current or recent graduate students to participate in the national Sea Grant Knauss fellowship. The second stage is a national competition conducted by the National Sea Grant Office. A 20-person selection panel comprised of federal agency representatives, state Sea Grant program representatives, current and

former fellows, and a member of the Sea Grant Advisory Board makes recommendations to the director of the National Sea Grant College Program who then selected the 2018 Knauss Finalists class.

**Legislative and Executive Class Selection:** After selection of the class, the National Sea Grant Office hosts a webinar for all finalists, which provides details on the differences between executive and legislative positions. For the 2018 class, the National Sea Grant College Program director selected 47 executive and 12 legislative finalists based on several factors, including preferences elicited from the finalist, geographic diversity, input from the selection panel, and the content of the finalists' application packages. This is a new step in the selection process and was added in 2017 to ensure that the legislative cohort is comprised of well-qualified, non-partisan candidates committed to working on oceans and coastal issues for any Member of Congress regardless of political affiliation.

### **How are finalists matched with host offices?**

The matching process between fellows and host offices takes place during Placement Week. For the 2018 fellows, this will take place from November 13-17, 2017. Placement week is a full week event during which the finalists travel to the Washington, D.C. area to interview with and be placed in an Executive or Legislative branch office. For all fellows, the week includes interactions with alumni who have worked in a diversity of host offices, presentations from each prospective host office, finalist interviews with the host offices, and opportunities for finalists and hosts to talk informally at evening events. To ensure a level playing field for all finalists and hosts, finalists are not permitted to have contact with host offices prior to Placement Week.

After the week of presentations, interviews, and networking events, prospective host offices will rank the finalists they have interviewed. Placement decisions for both the executive and legislative classes are ultimately made by the finalists, using the host rankings to guide the final placement decision.

To ensure that the matching process continues to be objective and apolitical, the National Sea Grant Office has implemented an updated process that includes: a more comprehensive approach to the selection for each class, as detailed above; recruitment of diverse host offices and fellows; and guidance to interested host offices prior to Placement Week on how to successfully recruit fellows.

The final agreement between the National Sea Grant College Program, the host office, and the placed fellow is to be signed the last day of Placement Week by both the host office mentor and incoming fellow.

## Timeline for Host Offices

<b>October 25, 2017</b>	Registration Deadline for Hosts
<b>November 8, 2017</b>	Deadline to submit interview availability during Placement Week
<b>November 13-17, 2017</b>	Placement Week Monday: Host Office presentations Tuesday - Thursday: Interviews with finalists Tuesday - Thursday: Evening networking events
<b>November 17, 2017</b>	Host Office ranking of finalists <b>due to Sea Grant Fellowship Manager (<a href="mailto:OAR.SG.fellows@noaa.gov">OAR.SG.fellows@noaa.gov</a> ) before 6:30 AM</b> Matching process Hosts are notified of placements
<b>February 1, 2018</b>	Fellowship begins
<b>March 2, 2018</b>	Professional Development Plans due to Program Manager
<b>Summer 2018</b>	Mid-Year Reviews between host mentor and fellow to discuss progress
<b>January 31, 2019</b>	Fellowship ends

## Questions?

Additional information will be provided by the National Sea Grant Office to hosts and fellows after placements have been made. More information can also be found at

<http://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship> or email [OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov).